

UNCLASSIFIED

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CONFIDENTIAL

SECRET

REQUEST FOR LOGISTICS SERVICES

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : Building Services Branch STAT

Service Requested:

1. Move 4 work stations from Room 1012 Ames to Room 905 Ames.
2. A total of 8 safes plus one secure map cabinet will have to be moved (includes 4 - 4 drawer and 4 - 2 drawer safes).
3. Move 2 drafting tables.
4. No partition changes required.
5. No painting required.
6. No power & telephone floor drilling required.
7. Furniture & equipment layout has been coordinated with the Architectural Design Staff.

Attachment

Yes

No

Deadline Date, if applicable

23 June 1972

Justification:

Consolidation of the Building Planning Staff/OL into the Real Estate & Construction Division, OL.

Special Considerations, if any:

1. This move must take place prior to 23 June 1972.
2. This is an interim move pending final RECD plans.
3. Room 1001A Ames will be used to store various miscellaneous items pending their use in the final plan.
4. Certain items of furniture will have to be moved from Room 905 Ames to Room 1001A Ames to make room for work stations being relocated from Room 1012 Ames to Room 905 Ames.

Location where work is to be performed (room no. & bldg.)

Room 1012 Ames and Room 905
Ames

Contact Official

Cost Center

Tel. Ext.

STA

Date of Request

Requesting Official

16 June 1972

Tel. Ext.

STA